

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 23, 2009, in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Tom Lund, Chair; Jack Krueger, Andy Williams, Patty Hoeft,
Tony Theisen

Excused:

Also Present: Supervisors Andrews, Clancy, Johnson, La Violette and Nicholson;
Executive Tom Hinz, Jayme Sellen, Mary Reinhard, Debbie Klarkowski,
Paula Kazik, Nick Evgenides, Lynn VandenLangenberg, Bob Heimann,
Bill Dowell, John Machnik, Darlene Marcelle, Sandy Juno, and
Other Interested Parties.

I. **CALL TO ORDER:**

The meeting was called to order by Chairman Lund at 5:30 p.m.

II. **APPROVE/MODIFY AGENDA:**

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. **APPROVE/MODIFY MINUTES OF MARCH 26, 2009:**

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

1. **COMMUNICATION FROM SUPERVISOR ANDY NICHOLSON RE: TO CREATE A COUNTY POLICY TO RETURN UNUSED HOUSING VOUCHERS. (REFERRED BACK FROM JANUARY ADMINISTRATION COMMITTEE MEETING.)**

Supervisor Nicholson stated that Rob Strong of the City of Green Bay Housing Authority was asked to bring information back three months ago to the committee and nothing had been received.

Supervisor Krueger stated that it was his understanding that after further discussion the consensus was that if unused vouchers cannot be legally returned, it was null and void. Nicholson stated that he was supposed to receive that information in writing.

Supervisor Theisen recalled that the committee was told at the January meeting that there was not a procedure to return unused vouchers. It was explained that

the number of vouchers was a leftover from a previous system and that it was a matter of money, in which they did not have, and not the number of vouchers. He suggested sending a letter requesting information.

Supervisor Johnson stated that she had sat on the Housing Authority in the past and explained that you can not transfer vouchers, every County is designated to amount of money and they try to utilize it as much as they can. She felt there had to be a policy on returning them.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO SEND A LETTER TO ROB STRONG OF THE CITY OF GREEN BAY HOUSING AUTHORITY, FROM THE COMMITTEE, REQUESTING HE BE PRESENT AT THE NEXT ADMIN COMMITTEE MEETING TO PROVIDE AND PRESENT WRITTEN INFORMATION FROM FEDERAL AUTHORITIES ON IF THEY CAN OR CANNOT RETURN UNUSED VOUCHERS TO HUD AND IF THEY CAN OR CANNOT RETURN UNUSED MONEY AND TO SUPPLY THE COMMITTEE WITH THE NAMES AND CONTACT INFO FOR THE PEOPLE ON THE FEDERAL HOUSING AUTHORITY. Vote taken. MOTION CARRIED UNANIMOUSLY.

2. COMMUNICATION FROM SUPERVISOR JOHNSON RE: HAVE OUR INFORMATION SERVICES (I.S.) DEPARTMENT SET UP THE COMPUTER IN THE BASEMENT AT CENTRAL LIBRARY AND REPORT BACK BY NEXT MONTH TO THE EDUCATION AND RECREATION COMMITTEE. (REFERRED FROM APRIL COUNTY BOARD.)

Supervisor Johnson stated that she had toured the Central Library and in the basement were 160 computers for public use being stored that are purchased for a very reasonable price from UW-Green Bay. They were not being used because the IS Department had not been able to convert them over. She explained there was high demand for use of computers and waiting lists for people to use them. Johnson understood that IS was busy but that it was necessary to bring this forward.

Bob Heimann, IS Director, stated that the computers were not additional computers that the public will be using but that they were replacement PCs for one that are currently in use. The computers do need to be installed but since the public has PCs to use it had not been a priority on their list. There is a software upgrade that is going in for a PC reservation system but the software upgrade has problems and those need to be resolved first. Heimann stated that Library Director Lynn Stainbrook had just emailed him asking him not to install the computers if they can not print.

Johnson responded that this information was new to Ms Stainbrook. She stated that the tragedy is is UWGB will find other resources for the computers if Brown County can't react faster because they turn them over every two years. So it's realize that these computers are not being used there are a lot of charitable organizations that can utilize them but it's a valuable tool for the library and a cost savings for the library.

Supervisor Krueger suggested that since these computers were only being used as replacements and that there was a high demand for more computers for the public use that this be referred to the Library Board. Heimann responded that if the Library Board requested additional computers and it was approved by the proper channels, IS would be installing them.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER REFER MATTER TO THE LIBRARY BOARD TO DETERMINE THE PROPER USE OF THE COMPUTERS. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. COMMUNICATION FROM SUPERVISOR ANDREWS RE: TO LOOK INTO THE POSSIBILITY OF PUBLICIZING THE TAXES AND FEES PASSED ON TO THE COUNTY BY POSTING THEM ON THE COUNTY WEBSITE, OR ON THE TAX BILLS IF ROOM PERMITS, ALONG WITH PHONE NUMBERS FOR OUR STATE REPRESENTATIVES. (REFERRED FROM APRIL COUNTY BOARD.)

Supervisor Andrews stated she brought this forward because of her concerns with the fees that are going to the State. As a taxpayer and as an elected official, if she were to raise taxes, she would be willing to be held responsible and be able to justify her decisions to her constituents. For other people to raise taxes and not be able to do that, she felt it was dishonest and it prevents taxpayers and citizens of the county from finding out who levied the tax on them and who to complain to about it. Ideally Andrews would like to add on the county website a place where you can type in your address or parcel number and your taxes would come up and it would show you what got paid with your taxes. It would also include a list of contact phone numbers of delegations. She would personally like a disclaimer on the bottom of everyone's tax forms.

Supervisor Theisen was in support but stated that this was similar to the Communication from Supervisor Dantine re: drafting a Resolution to oppose increases in fees assessed by the State of Wisconsin and collected by the County.

Supervisor Lund would like to see the State only in charge of income taxes and if they wanted counties do programs, have the counties pay for the programs but allow them to set their own fees. This would eliminate the State from taking the fees from county programs. Lund suggested putting on the webpage what the average taxpayer pays in fees every year to State and local government because those fees would be coming from out of pocket and not property tax. Fees such as fishing license, hunting license, car registration, etc.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO DEVELOP A SUBCOMMITTEE TO WORK WITH INFORMATION SERVICES DIRECTOR, BOB HEIMANN AND BRING BACK TO COMMITTEE. Vote taken. MOTION CARRIED UNANIMOUSLY.

TREASURER

Item #4 & #5 were taken together.

4. FINANCIAL REPORT FOR THE MONTH OF DECEMBER.
5. BUDGET STATUS FINANCIAL REPORTS FOR DECEMBER, 2008; FEBRUARY, 2009 AND MARCH, 2009.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE ITEM #4 & #5. Vote taken. MOTION CARRIED UNANIMOUSLY.

DEPT. OF ADMINISTRATION

6. ASSET MAINTENANCE FUND EXPENDITURES:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. 2009 BUDGET TRANSFER LOG:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. GRANT APPLICATION LOG:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. ADMINISTRATION BUDGET STATUS FINANCIAL REPORT FOR FEBRUARY, 2009:

Supervisor Theisen questioned if there was the option of prepaying for diesel fuel and gasoline to save money. Administration Director, Lynn Vanden Langenberg, stated that she would speak with the Purchasing Department and report back.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. INFORMATION SERVICES BUDGET STATUS FINANCIAL REPORT FOR FEBRUARY, 2009:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

COUNTY CLERK

11. BUDGET STATUS FINANCIAL REPORT FOR MARCH, 2009.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. UPDATE AND REPORT ON STATUS OF CLERK 1/BILINGUAL POSITION:

Darlene Marcelle, County Clerk, stated that there had been a retirement back in January and she had immediately gone to Human Resources (HR) to have that position refilled. An HR analysis reviewed the new updated job description and then forwarded an evaluation sheet to Marcelle asking her to describe every program in the Clerks office in which she had filled out and returned (attached). Marcelle explained that she was only asking to fill a position that had already been in the Table of Organization and had been budgeted for. She felt their department had reduced expenses and increased revenue. Handouts (attached) re: Account Clerk 1 position description and a graph entitled, "County Clerk's Property Taxes – Increase Due to Indirect Costs Charged to Budget" were provided. Marcelle explained that Human Resource Director, Debbie Klarkowski, had asked if she could utilize a temp employee through the end of March in which she stated she could. She had hoped the position would be filled by the end of March to start with training for help to cover vacations and get ready before an upcoming retirement of another employee in the office. She stated after meeting with HR she had received a letter, which was previously provided to all the members on the committee, stating, "After much discussion with the County Executive and Director of Administration, a decision had been made not to fill the Account Clerk 1 vacancy at this time."

Supervisor Krueger stated that after reading the letter it should have stated "a decision had been made to recommend to the County Board to not fill the Account Clerk 1 vacancy at this time." The County Executive can recommend changing the Table of Organization but that it can not be done without the County Boards approval. Chair Lund added that the County Board sets the budget and the Table of Organization. Executive Hinz responded that the budget that was approved last year included \$850,000 in savings by holding positions open for a period of time. To reach this goal they have to be LEAN and follow out budget recommendations. Krueger went on to add that since HR indicated that this position should not be filled, it was the responsibility of HR to work with the department head to help automate, streamline, and improve efficiencies to determine if the vacant position could be eliminated without severe consequences. He stated that he cannot support not filling the position at this time and recommended that this be brought back in 30 days to next meeting for a decision after HR had worked with the County Clerk.

Chair Lund stated that it was important to have employees in positions that most deal with the public that can speak Spanish in order to serve the new members of our community. Klarkowski responded that there was already a bilingual employee working in the department.

Supervisor Williams asked how much study had been completed; Debbie Klarkowski, Director of Human Resources, indicated that an initial study had been completed at this point based on the information provided to the analyst. It was recognized that the total transactions in the County Clerk's Department had decreased by 25 percent since 2007; however there had been an increase in staff from 5.1 FTE's in 2007 to 5.6 FTE's in 2009. They had to look at why the decrease in transactions but an increase in staff. In addition, Klarkowski compared other counties with smaller or larger populations and learned that those counties have a much smaller staff within their Clerk's Department with similar duties being performed. Dane County had 4.75 staff and .5 is a temp for election help and Outagamie had 3 FTE's. Williams asked that HR provide along with the FTE's the duties that those Clerk offices provide such as services provided that are not mandated. He stated he understood where Executive Hinz was coming from in holding open positions but that the letter doesn't state a timeline. A lengthy discussion ensued regarding the process of filling positions and options for possible ways of streamlining in the Clerk's office.

Supervisor Theisen questioned how did this get added to the agenda and stated there are a lot of issues being discussed that should be handled not at committee but by the staff. He further stated there is always a better way of doing things and that there should be a better process. He felt that instead of Marcelle placing it on as one of her agenda items, it should have come from HR. He understood Marcelle's concerns and felt the letter from HR did not inform the department head or the committee on what they planned on doing next. If he had to make a decision tonight, it would be to fill the position but he hasn't heard from HR yet and he had to see their evaluation and recommendation. Just as much as he respects all the work done in the Clerk's office, he respects the work done by HR. Lund followed, the County Clerk, an elected official, has identified a need for this position that is already in the Budget and has already put money back to the County by doing extra in her department. Further HR has not come back with a concrete solution and that is why he agreed, as Chair of the committee, to place this on the agenda. Klarkowski responded that she would be able to give an update by the next Administration Committee meeting.

Supervisor Clancy stated as the Town Clerk for the Town of Holland he knows that there is a lot of training needed for positions like this one. He further stated that "when something is working you want to keep it working." He would not be in support of leaving the position open if it came to the County Board.

Supervisor Johnson stated that the County Clerk's office is "the front line customer service to the County." She complimented Marcelle and her office on the courtesy demonstrated to those calling and visiting that office. Johnson stated that this department has increased revenue and that revenue is used to pay for this position which is needed to maintain the service, skills, and help for elections.

Supervisor La Violette felt the Clerk's Department did a commendable job and stated that she is told that the service given by this department is "second to none." She recognized that a goal was set for the County to save \$850,000 and questioned the status of this. Lynn VandenLangenberg, Director of Administration, indicated that at the beginning of the year you would not see a lot

of savings but the plan was, as positions vacate they look to see if there were ways to share positions or transfer within departments instead of adding more. Through February there was about \$10,000 in savings from two vacated positions.

Supervisor Hoeft stated that the reason for her support was that there was no response from HR as to the recognition of the workload described by the Clerk; and no recognition that HR agreed or disagreed that she had this work- load to deal with; and no action as to how to deal with that workload or not deal with it. She stated that the Clerk's office is the hub of the County, and Brown County wants to make sure that the service is the best. In regards to LEAN, Hoeft felt it was important. They had made a commitment to LEAN and to find an \$850,000 saving and there should be another motion made to talk about the strategies or the plan to make that happen. Once there is a plan, everyone can get behind it and make progress.

Supervisor Williams is not convinced that it is justified not to fill a position, because at this point there is no documentation stating that. It has been 3 months since this position was vacated. He is not sure the motion is actually needed, because the position is already in the Table of Organization. By way of substitution Williams would make a motion that the Committee directs HR to post this and take applications.

Sandy Juno, Chief Deputy Clerk, wanted to clarify that by filling this position the hours of the Clerk Typist I position are eliminated. Lund interjected that this will have to come as a resolution that one position is eliminated and another created with the cost. Marcelle stated that it is not definite that this position would be dropped for sure because of the statewide voter registration of Help America Vote Act.

Supervisor La Violette felt that because the County had been "LEAN and mean" for many years, any position that becomes vacant should be filled. The bottom line is, should they be honest in the budget. She questioned if it was realistic in saying there would be an \$850,000 savings to the taxpayers. La Violette believes there should be trust within Department Heads to make decisions about what they need in their departments.

Supervisor Johnson stated that Brown County should find a long-term solution and this is being forced into a short-term solution. The Committee needs more details and more time. Supervisor Johnson stated that as each department head comes before this Committee their opinion has to be respected. Supervisor Johnson stated that through employee retirement there could be additional savings toward the \$850,000.

Supervisor Krueger stated that his understanding was that HR would do an evaluation when there was a vacancy and he hopes that we haven't made HR so tight that they are not constantly evaluating departments. That should be part of management team conversations. He stated that it is unacceptable to hold up a position when a department head says this has serious ramifications. He does not agree that all positions should be filled; rather, all positions should be evaluated.

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR KRUEGER TO FILL THE POSITION. Ayes: 4 (Hoeft, Krueger, Williams, Lund); Nays: 1 (Theisen). MOTION PASSED.

13. UPDATE ON WORKSPACE/POSSIBLE EXPANSION IN COUNTY CLERK'S OFFICE:

Marcelle stated she had written a letter to the Facilities Department back in 2007 requesting more space for privacy reasons. She informed that she had met with the County Executive it had been explained that there were plans to move the Medical Examiner (ME) into the space.

Executive Hinz stated that they had looked at several options and it was suggested to move the ME to the Northern Building since most of his business is with people that come to this building. It would also freed up space for the District Attorney's office to move the ME out of the current location. Facilities had looked at how there could be a compromise between bringing the ME over to this building and giving the Clerk some space and the suggestion was not acceptable to Ms Marcelle.

Further discussion ensued regarding being LEAN within departments and the County's facility master plan. It was decided once a recommendation or a decision is made; it will be brought back to the committee. Supervisor Williams suggested taking a tour of the Northern Building as a committee.

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR THEISEN TO REFER BACK TO STAFF. Vote taken. MOTION PASSED UNANIMOUSLY.

14. PROPOSAL TO ELIMINATE ALL SPRING ELECTIONS/PROPOSAL TO ALLOW 17 YEAR OLDS TO VOTE IN FEDERAL ELECTIONS:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO REFER TO CORPORATION COUNSEL TO DRAFT A RESOLUTION WITH THE HELP OF THE COUNTY CLERK TO OPPOSE. Vote taken. MOTION CARRIED UNANIMOUSLY.

HUMAN RESOURCES

15. RESOLUTION OPPOSING THE GOVERNOR'S PROPOSED CHANGES TO INSURANCE LAWS AND 2009 SENATE BILL 20.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO OPPOSE THE GOVERNOR'S PROPOSED CHANGES TO INSURANCE LAWS AND SENATE BILL 20. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. ACTIVITY REPORT FOR MARCH 2009:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken.

MOTION CARRIED UNANIMOUSLY.

17. BUDGET STATUS FINANCIAL REPORT FOR MARCH, 2009.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

FACILITY & PARK MANAGEMENT

18. BUDGET STATUS FINANCIAL REPORT FOR FEBRUARY 2009.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. UPDATE ON COURTROOM BRANCH 8:

Bill Dowell, Facility Management Director, provided handouts (attached) and stated in 2006 there was a leak in the roof and it was seeping through damaging the wall. An engineer firm and a roofing contractor had come and taken a look. Dowell stated they had received an estimate to replace the corner of the roof. What was happening was, the snow was building up over the edge of the copper and after 20 years of that, it was seeping up under the copper and draining down into the room. There was an idea to melt the snow with heat tape, which was ran along the gutter and it took care of the problem up until a second problem occurred this year. Leaks are coming from the gutter of the copper roof in which they anticipate more life of it yet. Currently they are repairing the rubber roofs which had been ongoing. Interior repair will come after the entire leaking problem is fixed. Dowell recommended bringing back the analysis for the full replacement.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO REPORT BACK BI-MONTHLY ON A PROGRESS REPORT. Vote taken. MOTION CARRIED UNANIMOUSLY.

20. DIRECTOR'S REPORT:

Dowell reported they had one employee that had worked over a 12 hour period of time twice on an emergency basis. Lastly, the upper dome with the bell had some deterioration of the support columns and there were plans for repair on the weekend at an estimate cost of \$170,000.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

CHILD SUPPORT AGENCY – BUDGET STATUS FINANCIAL REPORT FOR MARCH, 2009. NO AGENDA ITEMS.

CORPORATION COUNSEL – BUDGET STATUS FINANCIAL REPORTS FOR FEBRUARY, 2009 AND MARCH, 2009. NO OTHER AGENDA ITEMS.

COUNTY CLERK – BUDGET STATUS FINANCIAL REPORT FOR MARCH, 2009. NO OTHER AGENDA ITEMS.

OTHER

21. AUDIT OF BILLS.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

22. SUCH OTHER MATTERS AS AUTHORIZED BY LAW. None.

MOTION MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO ADJOURN AT 8:15 P.M. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNT CLERK I
(Bilingual Spanish Required)

REPORTS TO: COUNTY CLERK

DEPARTMENT: COUNTY CLERK

BARGAINING UNIT: COURTHOUSE

DATE: JANUARY 2009 ~~AUGUST 2004~~

JOB SUMMARY:

Performs responsible bookkeeping, elections functions and tasks; and clerical duties of a routine nature which involves maintaining records and processing documents relating to financial transactions; performs related functions as assigned under direct supervision.

ESSENTIAL DUTIES:

Acquires specialized knowledge of the department in which employed.

Verifies, tabulates and records invoices, checks, vouchers, orders, receipts and other financial material on a daily routine basis.

Receives payments and accounts for monies handled including making daily deposits with the Treasurer's Office and bank.

Coordinates Brown County Golf Passes, Emergency Alarm Permits and Dog Tags to comply with local and state laws.

Performs receptionist and/or counter duties answering inquiries of a general, nonrestricted nature, or refers inquiries to the proper official or department.

Performs the duties of the Clerk Typist I (Elections).

Assists in the implementation of programs for computerizing departmental procedures.

Organizes and sets up files for efficient records management.

Reproduces multiple copies of work.

Assists in all phases of elections as directed.

Creates and ~~u~~Updates routine computer documents, spreadsheets, and access data bases ~~for staff~~.

Performs Spanish translation duties and services.

Files claims against Brown County with appropriate departments and updates the Documents on File data base.

Issues licenses and permits on behalf of State and County governments.

Performs Passport Acceptance duties on behalf of the U.S. Department of State. Advises the public about Passport requirements, processes, and fees.

Issues Brown County Golf Course annual passes and gift certificates, State Trail Annual Passes, Brown County Annual Boat Launch Stickers, and various DNR Conservation Licenses.

Provides friendly customer service in an accurate and efficient manner.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
Check signer and perforator
Digital camera and printer
Optech Eagle
Memory Pack Receiver and Programmer
AutoMark

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma including or supplemented by bookkeeping/accounting courses, plus one year bookkeeping/accounting experience; bilingual Spanish fluency required (reading, writing and speaking); or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Notary Public —~~Ability to obtain as office needs dictate.~~
Valid Wisconsin Drivers License
U.S. Citizenship (mandated by federal law and U.S. Passport Agency)

Knowledge, Skills and Abilities:

Bilingual Spanish reading, writing, speaking and interpretation abilities required.

Knowledge of general office procedures.

Knowledge of bookkeeping/accounting and appropriate procedural methods pertaining to the department in which employed.

Knowledge of and ability to utilize a computer technology and the required software.

—Ability to perform ~~Knowledge of word processing and spreadsheet processing, spreadsheets, and access data base functions. production on personal computer.~~

Ability to perform accurately full data entry functions at a rate of 80 net keystrokes per minute.

Ability to operate general office and election equipment.

Ability to follow simple oral and written instructions.

~~Ability to perform simple arithmetic computations.~~

Ability to add, subtract, multiply and divide in all units of measure, whole numbers, common fractions, and decimals.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to accept responsibility and to exercise independent judgment.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 ⁴⁰ 40 pounds maximum with frequent lifting and/or carrying of objects weighing up to ~~10~~ pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 08/04 01/2009

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: CLERK TYPIST I (ELECTIONS)

REPORTS TO: COUNTY CLERK

DEPARTMENT: COUNTY CLERK

REPRESENTATION UNIT: LIMITED TERM EMPLOYEE

JOB SUMMARY:

Assists the Senior Elections Specialist with the Statewide Voter Registration System; maintains voter registration records and voting activity in accordance with State and Federal Law; and interfaces with municipal clerks, elections inspectors, and the general public with election related inquiries.

ESSENTIAL DUTIES:

Acquires knowledge relating to federal, state, and local partisan and non-partisan elections; and understands the overall general functions of the County Clerk's Office.

Coordinates and maintains the processing of elections related data and files records.

Registers voters, reviews voter applications, and enters applicants and voting activity into the Statewide Voter Registration System mandated as part of the federal Help America Vote Act. Corresponds with municipal clerks to secure information, records, and forms.

Analyzes voter registration data and resolves issues that are pending.

Assists in keeping maps accurate and updated for county supervisory districts; and maintains municipal maps for Statewide Voter Registration System Reliers.

Assigns Brown County households to proper voting jurisdictions.

Prepares precinct supplies prior to elections, receives and stores post-election supplies, ballots, poll lists, and other documents and records.

Reviews election procedures, materials and equipment requirements and makes recommendations for improvements.

Performs the duties of the Account Clerk I position as required.

Issues licenses and permits on behalf of state and county governments.

Receives payments and accounts for monies handled.

Performs passport acceptance duties on behalf of the US Department of State. Advises the public about passport requirements, processes, and fees.

Issues Brown County golf passes and daily certificates, State Trail annual passes, Brown County Annual Boat Launch Stickers, and various DNR Conservation licenses.

Performs receptionist and counter duties answering inquiries of a general, non-restricted nature, and/or refers inquiries to the proper official or department.

Organizes and sets up department files for efficient records management.

Reproduces multiple copies of work.

Provides friendly customer service in an accurate and efficient manner.

NON-ESSENTIAL DUTIES:

Performs related duties as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
Digital camera and printer
Optech Eagle P3
Memory Pack Receiver/Programmer
AutoMark

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma and a minimum of one year post high school education plus 3 years of experience in elections related duties and customer service practices or closely related work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform elections and customer service duties and responsibilities.

Licenses and Certifications:

Notary Public
Valid Wisconsin Drivers License

Knowledge, Skills and Abilities:

General knowledge of state and federal election laws, policies, and procedures; Wisconsin State Statutes; and laws pertaining to the validity of vital records.

Knowledge of general office procedures.

Knowledge of and ability to utilize a computer.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to effectively deal with routine minor problems and issues.

Ability to follow instructions, works efficiently independently or as a team member, accepts responsibility, and makes reasonable judgments.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to perform data entry functions at a rate of 80 net keystrokes per minute.

Ability to operate general office equipment.

Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to work the required hours of the position including election nights and recounts.

PHYSICAL DEMANDS:

Lifting 40 pounds maximum with frequent lifting and/or carrying objects of weight up to 20 pounds.

Intermittent standing, walking, and sitting; occasional driving.

Using hands/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, and reaching.

Communicating orally in a clear manner.

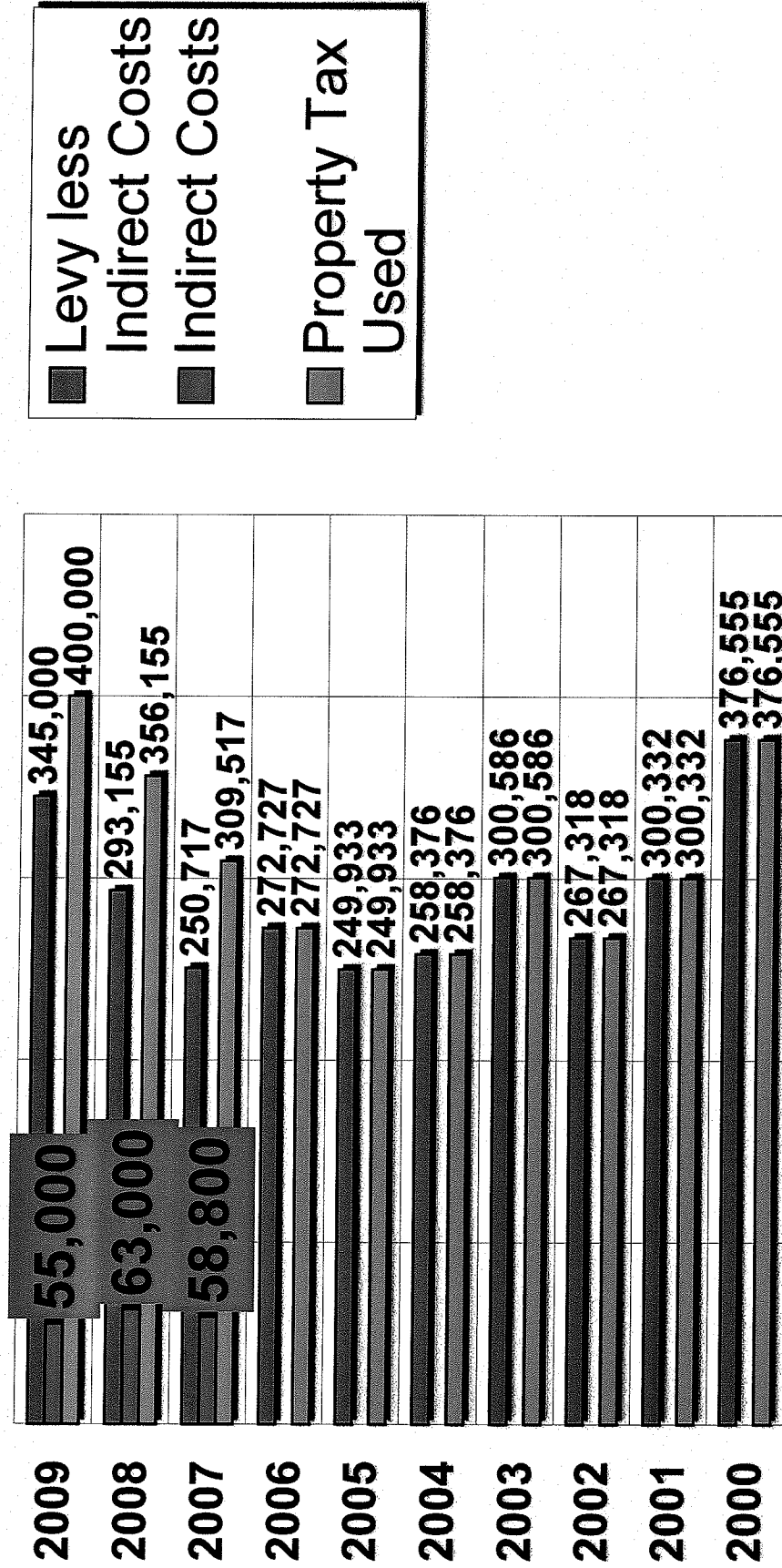
Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 05/07

COUNTY CLERK'S PROPERTY TAXES - INCREASE DUE TO INDIRECT COSTS CHARGED TO BUDGET



2009 Dollar Values reflect the Adopted Budget.

Budgeted Dollars Returned to the General Fund from County Clerk's Office: 2008 - \$61,318; 2007 - \$49,313; and 2006 - \$80,165; prior years' data was not provided.

2006 HAVA/SVRS: Mandated Federal Election Laws were implemented. No Federal or State funding is received to carry out elections.

Mission: Perform fast, efficient, accurate elections, licensing, and support services to the public, federal, state, and local governments.

PROGRAM	(1) Program Goals	(2) No. Cust. Served	(3) Benefit	(4) Program Related	(5) Effective	(6) Measure	(7) Sub-Contract	(8) Ranking	(9) Alternatives	(10) Elim./Ram.	(11) Effect/Cost	(12) Dupl.
Alarm Permits	Issue Emergency Alarm Permits to users	755 Alarm Users	per Co. Code	Directly & Sheriff Dept.	Improved Emer. Response Time	Database accuracy to respond to emer. alarm	No	#13-Cyclical	No	Risk	Fees Reduce Levy	No
Brown County Directory	Publish County Information	Gov't & Public	per St.Stat.	Directly	Communication	Accuracy in locating services & personnel	No	#9-Cyclical	No	Legal	On levy	No
Dog Tags	Manage Dog Tag Disbursement and collection of fees per State Statute	8,699 Dogs	per St.Stat.	Directly	Public Safety & Owner ID	Quick Identification	No	#8-Cyclical	No	Legal	Zero levy	No
Elections Management (4) Elections	Serve candidates; Fed., St. & Loc. Gov't; Filing of candidate papers; contests and ballot layout; data collection, tabulation and results, etc.	164,500 reg. voters	per St.Stat.	Directly	Streamlined Processing & Reduced Costs	Error free elections & data expediency	No	#1-Elections Management	No	Legal	Fees Reduce Levy	No
Elections Layout & Coding (4) Elections	Software Programming to produces ballots and code memory devices	164,500 reg. voters	Creates Revenue & Costs Are Less Than Vendor	Directly	Streamlined Processing & Reduced Costs	Accuracy in layout and data tabulation	No	#2-Ballot Management	No	Risk	Zero levy	No
Elections SVRS (4) Elections	Contracted services to 13 municipalities for Statewide Voter Registration Management	16,307 reg. voters	Creates Revenue & assists Mun.	Directly	Streamlined Processing & Reduced Costs	Accuracy in State voter data base	No	#3-Voter Regist. & Activity Management	No	Risk	Zero levy	No
Marriage Licenses	Process marriage applications and issue marriage licenses	1,487 Couples	per St.Stat.	Directly	Only if the Marriage Lasts	Accuracy & Amount of Processing time	No	#5-Daily Routine Function	No	Legal	Fees Reduce Levy	No
Claims Processing	Accept claims against the County; file and route to appropriate departments	Avg. Ann. 115 Filers	per St.Stat.	Directly & All Depts.	Streamlined Processing	Accuracy in Distribution & filing	No	#10-Routine Function	No	Legal	100% on levy	No
Passports	Applications Acceptance agent for the US Dept of State Passport Services	(2008) 1679 Applicants	Creates Revenue to reduces levy	Not Related	Fills down time & reduces levy	Accuracy & Amount of Processing time	No	#18-routine function with revenues	Yes	Increase In Levy	Fees Reduce Levy	Post Office
Records Management	Maintain historical files on County contracts, agreements, bids, abstracts, etc.	Gov't & Public	per St.Stat.	Directly & All Depts.	Streamlined Processing	Accuracy in filing & record retrieval	No	#14-Ease in document retrieval	No	Risk	100% on levy	No
County Board Minutes	Attend County Board meetings, process and publish proceedings, resolutions, ordinances, etc.	Gov't & Public	per St.Stat.	Directly & Co. Board	Streamlined Processing	Accuracy, timeliness in processing & publication of actions	No	#4-Support to County gov't & policy making	No	Risk	100% on levy	No
Web Site Management	Publish and maintain department's web pages	Gov't & Public	per Co. Admin.	Directly	Timeliness in Updating	Accurate information	No	#20-Current Information	No	Risk	100% on levy	BC-IS

Mission: Perform fast, efficient, accurate elections, licensing, and support services to the public, federal, state, and local governments.

PROGRAM	1) Program Goals	2) No. Cust. Served	3) Benefit	4) Program Related	5) Effective	6) Measure	7) Sub-Contract	8) Ranking	9) Alternatives	10) Elim./Ram.	11) Effect/Cost	12) Dupl.
Budget Management	Process payments, receipts, account records; budget preparation & maintenance	County & Vendors	per Co. Admin.	Directly	Streamlined Processing	Maintain budget levels & work to come in under	No	#11-Daily Monitoring of financial status	No	Risk	100% on levy	No
County Telephone Calls & Customer Service	Take incoming calls and assist customers by directing them to appropriate government offices.	Gov't & Public	per Co. Admin.	Directly, Co. Board & Governments	Information provided regarding public inquiries	Timeliness and accuracy in directing the public	No	#19-Important but could be handled in another Dept.	No	Public Frust.	100% on levy	No
Logging Permits	Process logging permits per State Statute	Avg. Ann. 16 Loggers	per St.Stat.	Directly & Treasurer	Streamlined Processing	Processed within 24 hrs	No	#15-Cyclical	No	Legal	100% on levy	No
Veterans' Graves Care	Maintain historical records on veterans' graves and process perpetual care payments	357 graves	per St.Stat.	Directly	Streamlined Processing	Retention of data of Veterans Graves	No	#16-Cyclical	No	Legal	100% on levy	No
Bid Openings	Accept vendor bids and open at public meeting	Gov't & Public	per St.Stat.	Directly & Purchasing	Streamlined Processing	Vendors presenting acceptable bids	No	#7-Proper handling of bids submitted	No	Legal	100% on levy	No
Human Services Contracts	Signs and maintains human services contracts per State Statute	Avg. Ann. 350 Contracts	per St.Stat.	Directly & Human Services	Streamlined Processing	Processed within 24 hrs	No	#8-Quick processing for HS programs & clients	No	Legal	100% on levy	No
Non Human Service Contracts & Agreements	Signs and retains various contracts and agreements per State Statute	Avg. Ann. 125 Contracts	per St.Stat.	Directly	Streamlined Processing	Processed within 24 hrs	No	#12-Quick Processing for contracts, agree., grants	No	Legal	100% on levy	No
Work Permit	Process Child Labor Permits	972 Minors	Minors employed	Not Related	Fills down time	Accuracy & Amount of Processing time	No	#17-Could be handled in another Dept.	Yes	Loss of Conv. Serv.	On levy	ARDC, Fam. Serv. & Schools
Police/Security Services	Issues Brown County Affidavits and warrants, subpoenas, and maintains state records and data base.	AVG. Ann. 204 Golfers	Assists Golf Course	Not Related	Fills down time	Accuracy & Amount of Processing time	NA	#21-Could be handled in another Dept.	NA	Loss of Conv. Serv.	100% levy Co. Clerk	Golf Course
Amateur Sports	Issues Brown County Affidavits and warrants, subpoenas, and maintains state records and data base.	355 Boaters	Assists Parks Dept.	Not Related	Fills down time	Accuracy & Amount of Processing time	NA	#22-Could be handled in another Dept.	NA	Loss of Conv. Serv.	100% levy Co. Clerk	Parks & Launches
Amateur Shooting	Issues Brown County Affidavits and warrants, subpoenas, and maintains state records and data base.	82 Bikers	Assists Parks Dept.	Not Related	Fills down time	Accuracy & Amount of Processing time	NA	#23-Could be handled in another Dept.	NA	Loss of Conv. Serv.	100% levy Co. Clerk	Parks & Retail

BROWN COUNTY PROGRAM EVALUTION

December, 2008

INSTRUCTIONS: For each program, list the date, the department, the mission statement of the department and the title of the program and answer the following questions for each program. Please keep the overall response for each program to no greater than two (2) pages in length.

DATE: _____

DEPARTMENT: _____

MISSION STATEMENT: _____

PROGRAM: _____

1. Describe the program, its purpose and goals.
2. Who is the program intended to serve? How many are served?
3. Are the program benefits long-lasting and essential to the service populations?
4. Is this program directly or indirectly related to or does it support any other program in this department or another department? If so, how?
5. How does this program make the department or county government more effective or efficient, including any intergovernmental relationship?
6. How do you determine/measure if this program has been effectively provided and implemented?
7. Could the county cost-effectively subcontract this program?
8. State the numerical ranking of this program compared to all programs in your department and briefly explain.
9. Are there current alternatives to this program available in the community? Can this program be provided through alternative arrangements with other providers?
10. If this program were eliminated, what would be the ramifications for the county (i.e., added risk, liability or legal issues)?
11. What is the program impact and effectiveness related to the program cost? (Provide data if available.)
12. Is this program currently duplicated by another county department or provider in the community?

PROGRAM EVALUATION FOR BROWN COUNTY CLERK'S OFFICE BASED ON 2008 DATA

PROGRAM	DESCRIPTION	MANDATE	PRIORITY	SERVICE LEVEL REQ	EXPENSE	FUNDING	TAX LEVY	CALCULATIONS	Est. Salaries	Est. Hours	Est. Avg. Pay
Alarm Permits	Issue Emergency Alarm Permits per County Code	YES	13	100%	13,194	15,120	-1,926	Labor: \$13,194 (733 hrs.)	13,194	733	18.00
Brown County Directory	Publish County Information per State Statute	YES	9	100%	6,000	693	5,307	Labor: \$6,000 (280 hrs.)	6,000	280	21.43
Dog Tags	Manage Dog Tag Dispense and collection of fees per State Statute	YES	8	100%	33,504	33,504	0	Labor: \$3,000 (188 hrs.); Restricted Account	3,000	188	15.96
Elections Management (4) Elections	Filing candidate papers, contests and ballot layout, data tabulation and results, etc per St. Stat.	YES	1	100%	288,057	79,172	188,885	Labor: \$109,000 (3850 hrs.); Ballots: \$40,000; Supplies & Misc.: \$16,057 incl. Fed., State, and County Contests; and Legal Notice: \$103,000	109,000	3,850	28.31
Elections Layout & Coding (4) Elections	Software Programming to produce ballots and code memory devices	YES	2	100%	22,374	22,374	0	Labor: \$12,000 (600 hrs.); Software: \$10,374, recouped via chargeback to municipalities and school districts	12,000	600	20.00
Elections SVRS (4) Elections	Contracted services to 13 municipalities for Statewide Voter Registration Management	YES	3	100%	19,323	19,323	0	Labor: \$7,200 (450 hrs.); recouped via contracts with relier-municipalities for services	7,200	450	16.00
Marriage Licenses	Process marriage applications and issue licenses per State Statute	YES	5	100%	115,460	144,030	-27,570	Labor: \$20,000 (825 hrs.); State: \$37,100 Med.Ctr: \$29,680 & Fam. Vio.Ctr: \$29,680.	20,000	825	24.24
Claims Processing	Accept claims against the County file and route to appropriate departments	YES	10	100%	2,070	0	2,070	Labor: \$2,070 (115 hrs.)	2,070	115	18.00
Passports	Applications Acceptance agent for the US Dept of State Passport Services	NO	18	N/A	11,512	61,995	-50,483	Postage: \$3,250; Supplies: \$2,102; Labor: \$6,160 (385 hrs.)	6,160	385	16.00
Records Management	Maintain historical files on County contracts, agreements, bids, abstracts, etc.	YES	14	100%	6,912	0	6,912	Labor: \$6,912 (384 hrs.)	6,912	384	18.00
County Board Minutes	Attend County Board meetings, process and publish proceedings, resolutions, ordinances, etc.	YES	4	100%	38,330	0	38,330	Labor: \$18,000 (600 hrs.); and Legal Notice Publ.: \$20,000	18,000	600	30.00
Web Site Management	Publish and maintain department's web pages	YES	20	100%	7,392	0	7,392	Labor: \$7,392 (295 hrs.)	7,392	295	25.06
Budget Management	Process payments, receipts, account records, and budget	YES	11	100%	7,392	0	7,392	Labor: \$7,392 (295 hours processing)	7,392	295	25.06
County Telephone Calls & Customer Service	Take incoming calls and assist customers directing them to appropriate government offices.	NO	19	100%	20,768	0	20,768	Labor: \$20,768 (750 hrs.)	20,768	750	27.69
Logging Permits	Process logging permits per State Statute	YES	15	100%	270	0	270	Labor: \$270 (15 hrs.)	270	15	18.00
Veterans' Graves Care	Maintain historical records on veterans' graves and process perpetual care payments	YES	16	100%	6,060	0	6,060	Labor: \$330 (13 hrs.); and payments to cemeteries: \$5,730	330	13	25.38
Bid Openings	Accept vendor bids and open at public meeting	YES	7	100%	1,980	0	1,980	Labor: \$1,980 (60 hrs.)	1,980	60	33.00
Human Services Contracts	Signs and maintains human services contracts per State Statute	YES	6	100%	11,088	0	11,088	Labor: \$7,392 (220 hours processing and filing)	7,392	220	33.60
Non Human Service Contracts & Agreements	Signs and retains various contracts and agreements per State Statute	YES	12	100%	396	0	396	Labor: \$396 (12 hrs.)	396	12	33.00
Work Permit	Process Child Labor Permits	NO	17	50%	8,750	4,890	3,860	Labor: \$4,320 (243 hrs.); and State: \$2,430	4,320	243	17.78
Self-Governance	Issues Brown County Official Seal and Annual Report	NO	21	N/A	816	0	816	Labor: \$816 (51 hours annually)	816	51	16.00
Annual Board Meetings	Issues Brown County Annual Board Meeting Passes to Parks Department	NO	22	N/A	1,424	10,290	-8,866	Labor: \$1,424 (89 hours annually)	1,424	89	16.00
Annual State Trail Passes	Issues Brown County Annual Board Launch Passes for Parks Department	NO	23	N/A	320	1,640	-1,320	Labor: \$320 (20 hours annually)	320	20	16.00
Misc.					36,193	-96,671	196,742	Unaccounted for between department and finance	101,955	0	
					722,918	305,445	440,157	2008 Adopted Budget - Adopted	365,399	11,589	
					640,585	284,430	417,473	2008 Adopted Budget - Actuals*	368,291	10,473	
					667,705	267,789	399,916	2009 Proposed Budget	369,901	11,101	

1
Adopted

3/31/2009

Brown County Program Evaluation Instructions & Worksheet
December 2008

Each department is required to submit forms that show a description of the program, whether it is federal or state mandated or not, the priority of each program in the department, service level required by the mandate, the 2009 budgeted and 2008 actual cost, how the programs are funded for 2009, breaking out the 2009 county tax levy required.

An explanation of each column to be filled in on the form is given below:

Programs – List your programs. (A program is defined as a service or function provided by a department.) Do not break out individual activities within a program. For each program you will need to fill in the information going across the page.

Description – Provide a brief description of the program that will explain to the reader, who may be unfamiliar with the program, just what the service is supposed to do, provide, or accomplish. Include an estimated number of the internal and external clients served.

Mandate – The committee wants to know if the program described is federal or state mandated. Simply enter “Yes” or “No” and cite the regulation or statute. For purposes of this exercise, a County Ordinance is not defined as a mandate.

Priority – Departments and their liaison committees should prioritize all their programs and services. For example, if you have seven (7) programs, prioritize them one (1) through seven (7) with the most important being number one (1).

Service Level Required – If your program is federal/state mandated, attempt to show the required level of service. Is it required for 100% of the clients that apply or does the county have some discretion in the number we serve? Is it limited up to a certain dollar amount budgeted? This is for mandated programs only. If not mandated then mark “N/A”.

Expense – Break down your 2008 actual expenses and 2009 budgeted expenses into your programs. Be sure to include staff time, supplies and expenses. Enter a single dollar amount for the total cost of each program in both the “2008 Actual Expense” and “2009 Budgeted Expense” columns. Maintain any detail that you used to come up with your estimate for future reference. If you need help with the wage and benefits estimate, contact the Finance Department.

Funding – Under “2009 Budgeted Grants/Fees Revenue” show one total amount for the revenues used to finance the program listed. This will include grants, fees, fund balances, donations and other revenues. Again keep the detail list of revenues for future reference.

Tax Levy – This will show the 2009 tax levy required to fund the program listed. Simply subtract the “2009 Budgeted Grants/Fees Revenue” amount from the “2009 Budgeted Expense” amount to get the “2009 Tax Levy” amount.



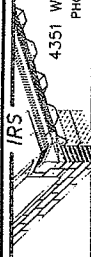
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- ◆ ROOF DRAIN
- THROUGH-WALL SCUPPER
- ROOF EDGE SCUPPER
- GUTTER
- CURBED OPENING
- ROOF SCUTTLE
- ⊗ SKYLIGHT
- ⊗ CURBED PIPE VENT
- ⊗ CHIMNEY
- ⊗ ROOF LADDER
- ⊗ PIPE VENT
- SOIL STACK
- PIPE PENETRATION
- PITCH PAN
- EXPANSION JOINT
- SLOPE TRANSITION

ROOF SIZES

ROOF AREA	SQ. FEET
1	1,524
2	1,524
3	6,510
TOTAL	9,558

100



INDUSTRIAL ROOFING SERVICES, INC.
4351 W. COLLEGE AVENUE, SUITE 208 - APPLETON, WI 54914
PHONE: (800) 236-3477 / (920) 733-8700 FAX: (920) 733-8734

PROJECT NAME:

BROWN COUNTY

BROWN COUNTY COURTHOUSE
COMPREHENSIVE ROOF SURVEY

DRAWN BY: ALL

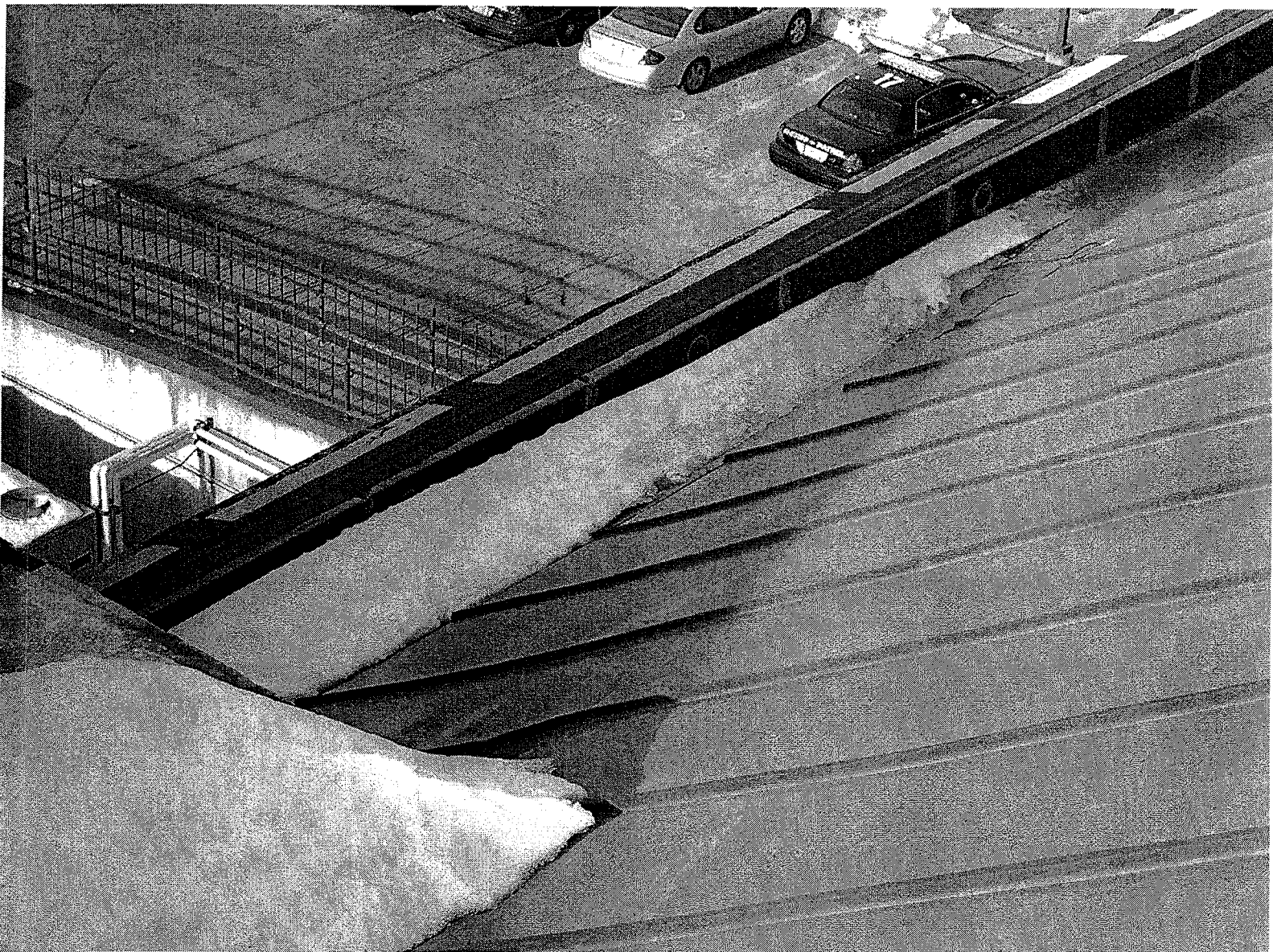
SCALE: 1"=30'

DATE: 5/14/87

5/14/03
DRAWING TYPE:
BOOF

DRAWING NO.:

4053



April 20, 2009

Jeff Oudeans
Brown County Facility Management
111 N Jefferson St. PO Box 23600
Green Bay, WI 54303-3600

RE: Restoration Proposal Court of Appeals

Conrad Schmitt Studios will provide the labor, equipment, materials and insurance to restore plaster and decorative painting in damaged areas in the Court of Appeals in the Brown County Courthouse, Green Bay, WI as detailed below.

Conrad Schmitt Studios, Inc. will:

- Protect flooring and fixtures in areas where the damage will be repaired.
- OSHA approved scaffolding to reach surfaces where needed (by other)
- Damaged plaster will be removed and replaced with matching decorative plaster.
- Surfaces will be sanded, cleaned and primed to accept new decorative painting.
- Damaged decorative surfaces will be painted, stenciled glazed and/or gilded to match surrounding decorations.
- Scaffolding will be removed and surround area cleaned.

We offer to execute this project on a Time and Materials basis:

- Plaster Restoration not to exceed\$22,500
- Decorative Restoration\$17,500 to ≤ \$22,500

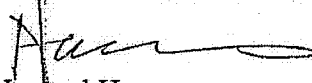
Hourly Rates

Plaster/Craftsman:	\$110.00 Per Hour
Conservator/Artist:	\$134.00 Per Hour
Office/Clerical:	\$60.00 Per Hour
Project Manager:	\$100.00 Per Hour
Materials:	Cost plus 15%

Note: Travel time is billed.

If you have any questions about the rates or project scope, please call at your convenience.

Respectfully Submitted
CONRAD SCHMITT STUDIOS, INC.


Howard Haas
Restoration Consultant



Water Damage - Brown County Courthouse, Green Bay, WI